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of the

British Columbia Legislative Library

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OUR COVER STORY

Lino print of the entrance to the Library by an unknown artist. The block was found in the attic in November 1985. It appeared on the cover of the British Columbia Library Association's periodical, *British Columbia Library Association Bulletin*, January 1955, volume 18, number 3.

May 28, 1990

THE HONOURABLE STEPHEN ROGERS
SPEAKER OF THE LEGISLATIVE ASSEMBLY OF
BRITISH COLUMBIA

Mr. Speaker:

I have the honour to submit the Annual Report for the year 1989.

The report presents an overview of the Library's history as well as its activities for 1989. Additional information and statistics for the year 1989 are included in the Appendices.

The report is submitted pursuant to order 116 of the Standing Orders of the Legislative Assembly, 1985.

Respectfully submitted,

Joan A. Barton
Director

Appreciation

In 1989 the Library intensified the search for an automation system suited to the needs of its clients. Work loads increased and each staff member was assigned to a task force to help prepare a detailed requirements report. The commitment to complete new tasks was outstanding. The Director compliments the staff for ensuring that the Library continued to achieve its objectives throughout a difficult year.

The Library Rotunda, 1989

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British Columbia Legislative Library

A Review

History

The Legislative Library was founded in 1863 to serve the colonial Legislature of Vancouver Island and subsequently the Province of British Columbia when the united colonies of Vancouver Island and British Columbia joined Confederation in 1871. The first permanent Legislative Librarian was appointed in 1893. In 1894 the *Legislative Library Act* formally established the institution which exists today. The Library moved into its permanent quarters in the Parliament Buildings in 1915. At that time the collection included material intended for archival and provincial public library collections. Eventually two new organizations, the *Provincial Archives* and the *Public Library Commission*, now the *Library Services Branch*, developed into separate independent institutions. They still retain close ties with the Legislative Library.

Although nominally under the direction of the Speaker of the Legislative Assembly, the Library was for most of its history administered by several line ministries. These included the Department of the Attorney-General, 1911–1919; Department of the Provincial Secretary, 1919–1942; Department of Education, 1942–1960/61; Department of the Provincial Secretary 1961/62–1977; and Ministry of Provincial Secretary and Government Services, 1978–1985. On February 22, 1985 the Legislative Library became a service of the Legislative Assembly administered directly by the Speaker.

Mandate

Under the *Legislative Library Act*, R.S.B.C. 1979, c. 230, S.B.C. 1985, c. 11 and Standing Orders of the Legislative Assembly, Nos. 116–119, the Library is required to provide reference and research services for the Members of the Legislative Assembly, their research staffs, the Executive Council, the Officers of the House and legislative support staffs. Provided there is no conflict with service to these core users, it also assists research staffs of the provincial public service.

Additional Activities

The Library's facilities are extended to the general public whenever there is no conflict with the needs of legislative officials and their staffs. In addition, two programs provided by the Library have a direct impact on the Province. They are the *Cataloguing in Publication Program (CIP)* and the preparation of the *British Columbia Government Publications Monthly Checklist*.

The Organization: Its Services and Policies

The Library pursues its mandate through a division of services based on the traditional organization of libraries:

Public Services — The chief access points for information retrieval are: the Information Desk and supporting bibliographic material such as the Newspaper Index, the Member's Reading Room, bibliographic catalogues, reference materials, the Special Projects Section and the staff designated to meet the information needs of clients.

Technical Services — The support services which acquire, process and organize the collection into units which facilitate ease of use. These units include the *Government Publications Division*, the *Cataloguing Section* and the *Acquisitions and Filming Section*. The Technical Services Programs also bear major responsibilities for computer services and word processing functions.

Public Services

Reference Services Division

The Reference Services Division is responsible for the provision of information services to clients and for assisting them in the use of the Library's newspapers, periodicals, books and government publications, and with computer assisted literature searches and interlibrary loan services.

There are six Reference Librarians assigned to the Reference Services Division. One is always at the Information Desk to meet and assist Library users. All members of the professional staff, including the Director, are required to provide reference services to clients. The services provided are entirely objective, confidential and apolitical. They must also meet the high standards of quality and accuracy laid down by tradition and enforced by the Director. Librarians provide factual, non-interpretive information which may range from finding the address of a firm to compiling lengthy subject bibliographies. Much of their time is spent researching diverse topical issues such as foreign investment in British Columbia, privatization policy issues, the cultural aspects of the Canada-United States Free Trade Agreement and the distribution of the tax burden in Canada.

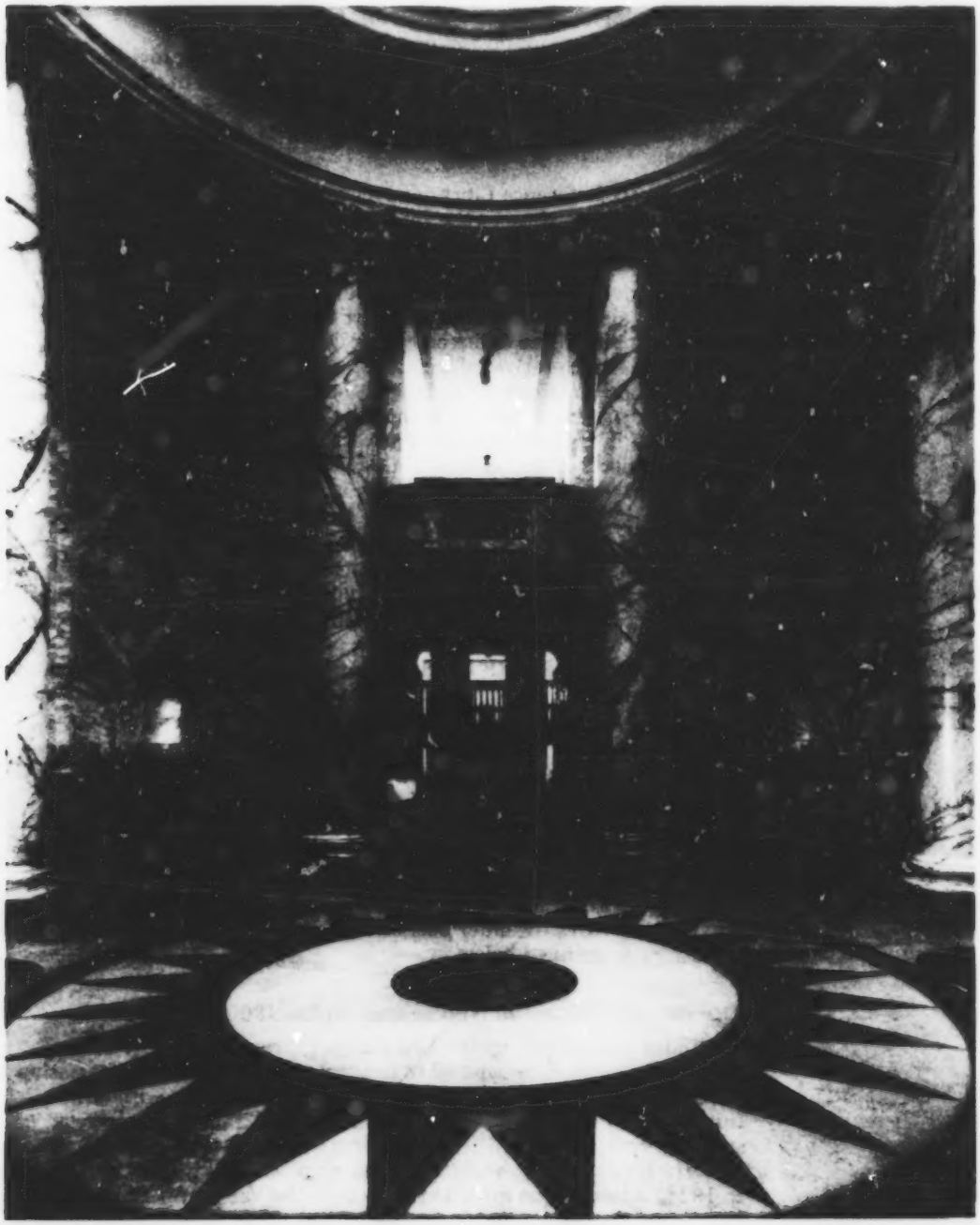
Newspaper Index

The Reference staff has maintained a Newspaper Index of Vancouver and Victoria daily newspapers since 1900. The newspapers are indexed selectively for material of historical, political, economic, social and local importance to the Province. The index is arranged by subject. The Library expects that with improvements in computer-based storage and retrieval systems the index will, within the near future, be converted from a card file to an on-line service.

Significant newspapers included in the index are: *The Colonist* and *The Times*, published in Victoria; *The World, The Morning Sun, The Star, The Province* and *The News Herald* published in Vancouver. The *Victoria Times-Colonist*, the *Vancouver Sun* and the *Vancouver Province* are the newspapers currently indexed. The Index was, for administrative convenience, divided into two distinct projects — the older historical portion of the Index and a current section. Due to more pressing priorities the older portion was discontinued in October 1988. Its history is outlined below.

The British Columbia Newspaper Index 1900–1970

The Index was started by the Legislative Library in October 1915, apparently as an in-house tool to facilitate the retrieval of information in response to questions from the Members and the Government. Initially, only the Victoria *Colonist* was indexed and then only very sparsely, reflecting a political focus plus some war-time concerns. The Victoria *Times* was soon added but coverage was not greatly expanded. In 1924, indexing was extended to include the Vancouver *Province*, the Vancouver *Sun* and, until it merged with the *Sun*, the Vancouver *World*. In 1938, the decision was made to index the *Colonist* and the *Province* for the period 1901 to 1920. As stated in the *Report of the Legislative Reference and Order Department* for that year, this was considered "necessary for the reason that for the period there is no index of events, provincial and local, as an aid to reference work. The



The Library Rotunda at the turn of the century. Card catalogues were removed from the area after the 1974 renovations.

existing index to the *Colonist* begins in the fall of 1915, but experience has shown that the indexing at that time is not nearly complete, which necessitates the re-indexing of 1915–1920." In 1945 it was decided "that 1900 should also be included" (*Report of the Assistant Librarian for 1946*). In 1954, the Victoria *Times* was added starting with 1906, "in order to have a Liberal viewpoint." Progress, however, was extremely slow, particularly as the indexing was carried out in addition to other duties, including the indexing of current newspapers. A phrase in the *Report of the Assistant Librarian for 1947* characterizes the problems existing then and later. "Work on the indexing of these old newspapers has proceeded slowly this year, owing to the pressure of more urgent work." In 1966, the period from 1900 to mid-1910 had been covered. The Index was closed at the end of 1970 and a new one began in January of 1971. The former was microfilmed and copies distributed to various libraries.

A project to fill in the gap from 1911 to October 1915 and to index more fully the following four years, began in 1973. It was called the Retroactive Newspaper Index Project. Five newspapers were involved: the *Colonist*, the *Times*, the *Province*, the *Sun* (from 1912) and the *World*. Although it made a strong start, it too, due to staff changes and "the pressure of more urgent work," eventually began to slow down. In 1988, when indexing had been completed to the end of October 1917, it was decided that work on the Retroactive Newspaper Index would cease, two years and two months short of its goal. The Index as it stands, however, is still a unique and valuable research tool.

The current status of the Retroactive Newspaper Index, in terms of coverage, is as follows:

Victoria Newspapers

Colonist	1900–1970
Times	1906–1970

Vancouver Newspapers

Province	1900–October 1917, 1924–1970
Sun*	1912–1970
World	1910–October 1917, 1924
News Herald	1933–1957
Star	1924–1932
Times	1964–1965
Express	1970

* From 1924 to 1926 there were two editions, morning and evening.

There is no longer a gap, but the original indexing for late 1917 and well into the 1920's is sparse. There are no Vancouver papers after October 1917 until 1924. The period from 1900 – 1910 is reasonably well covered, although there are gaps in some areas. The 1910 to October 1917 period is very well indexed. From 1930, both scope and depth of indexing improve. Extensive revisions, corrections and additions have also been made to the Index outside the 1910 – 1917 period. This means that the microfilmed version of the 1900 – 1970 Index not only lacks the 1910 to 1917 re-indexing and new indexing but also these alterations, some of which are substantial.

The Reading Room of the "Provincial Library" in the 1930s.

Computer Assisted Reference Service

On-line information retrieval systems provide information in advance of printed materials and from sources not available in print. They also improve on types of searching which could be done manually, but only with great expenditure of staff and time. The technique also provides users with areas of information contained in print sources which are not subscribed to by the Legislative Library. On-line reference service was introduced in January 1977 to meet the following objectives:

- Extend the research capabilities of the Legislative Library
- Extend the information resources available to researchers
- Accomplish the above at least cost.

The service began with two systems. Today the Library has access to thirteen, which contain some 500 databases. The extent and scope of the service continues to expand and it has established itself as one of the most significant aids available to researchers who enjoy the advantages of fast and accurate searching. On-line searching has been integrated into each librarian's traditional reference program. They assess questions to determine whether searches should be done manually, by computer, or by a mix of both techniques.

Interlibrary Loans

Interlibrary Loans (ILL) is the formal cooperative international procedure which permits institutions to borrow from each other. They supplement their individual collections to meet the needs of their clients in subject areas where the institutions may be deficient.

Reciprocal Agreements. This Library has reciprocal Interlibrary Loan agreements with the University of Victoria and the University of

British Columbia. Instead of adhering to the more cumbersome international code, the three institutions reduce their administrative costs through an exchange of material based on "quid pro quo" agreements.

The *Envoy Electronic Message Service* is a communications network which allows participating institutions to transmit loan information via computer terminals. The Legislative Library joined the system in January 1983.

Technical Services

Government Publications Division

The Government Publications Division is responsible for acquiring, processing, storing and retrieving the Library's government publications, compiling the *British Columbia Government Publications Monthly Checklist*, and administering the *Legislative Exchange Program* and other exchange and deposit arrangements.

Government publications are defined as Federal, Provincial, Crown Agency and State Publications. The Library separates government publications from book and periodical materials which are produced by non-government organizations. Publications are arranged according to jurisdiction in alphabetical sequence. They are generally retrieved through the *Government Publications Card Index* which is compiled by the Division. In May 1988 the Division began to input records into the Utlas database so that they could be included in the COM catalogue. Detailed information on the change is included in *Library Activities, 1989*, below.

In 1978 the Division devised its own alpha-numeric coding scheme to facilitate retrieval and re-shelving of government publications. The new scheme has successfully eased problems of document retrieval in an expanding collection. The coding scheme has been published in John Pemberton's *The Bibliographic Control of Official Publications*, Pergamon Press, 1982. It has also been implemented by the British Columbia Attorney General's library.

The Legislative Exchange Program

This program is a cooperative exchange between British Commonwealth legislatures and parliaments. It ensures that each jurisdiction receives its full complement of parliamentary publications from participating institutions. Members of the program include Great Britain, Australia, the Canadian Parliament, Canadian Provincial Legislatures and some United States jurisdictions. British Columbia publications sent to exchange participants include:

- British Columbia Gazette, Parts I, II and Index
- Journals of the Legislative Assembly
- Bills, first Reading
- Bills, third Reading
- Orders of the Day
- Votes and Proceedings
- Legislative Debates and Index
- Statutes
- Annual Index to the Revised Statutes, 1979
- British Columbia Government Publications Monthly Checklist and the Annual Cumulation.

The British Columbia Government Publications Monthly Checklist

The *British Columbia Government Publications Monthly Checklist* is intended to improve the public's knowledge of and access to British Columbia government publications.

The Reading Room in the 1940s, showing the fireplace.

Each Ministry is responsible for the distribution of its own publications. This decentralised system makes it difficult for the public to have easy access to the wide range of government publications available to them. Since the Legislative Library is the provincial depository library and has daily contact with both the ministries and various printing agencies, several organizations requested that it publish a list of its recently received British Columbia government publications. In 1970 the Library began in-house publication of the *Monthly Checklist* to provide the public with the necessary guide to current government publications.

The Checklist and the Annual Cumulation are now processed by custom and IBM software at British Columbia Systems Corporation. It is sold to subscribers by Crown Publications Inc.

Cataloguing Section

The functions of the Cataloguing Section include the cataloguing and classification of all non-government publications added to the collection, and participation in the Cataloguing in Publication Program (CIP).

Cataloguing Services

The Legislative Library uses the Dewey Decimal Classification System, the Library of Congress Subject Headings and the Anglo-American Cataloguing Rules (AACR II) for the organization of all non-government book materials.

Since the Library's inception the card catalogue has been the chief retrieval source for the book collection. Over time the efficiency and effectiveness of card catalogues have declined and their maintenance has become more costly. By the early 1970's it became increasingly

evident to libraries that more and more users avoided card catalogues whenever possible. Surveys showed that lack of perseverance and a poor understanding of their structure and rules, for example, filing sequences, resulted in a high number of retrieval failures. In seeking solutions to these problems many Canadian libraries, including this library, turned to automated cataloguing systems which offer benefits such as decreased time spent in searching and maintenance and less time and effort needed to understand the system in order to use it productively.

Computer Output Microfiche (COM) Catalogue

In January 1979 the Legislative Library began using the Utlas catalogue support service to build up a file of machine-readable records. This file is used to produce a computer-output microfiche (COM) catalogue. The card catalogue was closed at the end of March 1979. Access to all books added to the collection since that date is provided through the COM catalogue only.

Retrospective Conversion

While the initial use of Utlas was intended for current cataloguing only, the Division steadily built up the COM catalogue by transferring card catalogue records for items which had copies or volumes added.

The Catalogue of the Future

The Legislative Library has not yet implemented an online computer assisted system in which the user, with little knowledge of how the system works, is able to find what is needed quickly and with little effort. The present system reflects an intermediate stage. The Library is aggressively searching for an online system which will meet the needs of its clients. Current initiatives are outlined in the second section of this report.

Cataloguing In Publication (CIP)

Cataloguing in Publication (CIP) is a program coordinated by the National Library of Canada through which new Canadian publications receive library cataloguing before they are published.

Since May 1978 the Legislative Library has been the official agent for supplying CIP data in the publications of British Columbia Ministries and Crown Agencies. In August 1980 the program received official sanction from the Executive Council. Under Cabinet Directive 80-2 all titles which fall within the scope of the CIP program must be submitted before publication, to the Cataloguing Section for CIP.

Benefits of the Program

The chief benefits of CIP are related to ensuring ease of access to Provincial Government publications:

- Bookstores, libraries and information centres in North America and beyond are provided more quickly with the information needed to select and order publications
- Small libraries and other institutions which lack the highly technical skills of professional cataloguers are provided with essential cataloguing information in the publication when it is acquired

- Libraries and information centres are able to make government publications more quickly accessible to researchers and the general public
- Elusive publications which might have been lost to future researchers are added to the Legislative Library's collection.

An example of CIP is contained on the verso of the title page of this report. Appendix III illustrates full CIP entries in two British Columbia Government publications.

Acquisitions and Filming Section

This Section is responsible for the selection and acquisition of all non-government books, periodicals, newspapers and microforms. Staff members perform bibliographic searching, ordering and recording of newly arrived materials which are routed to the Cataloguing Section and the Reference Division.

Filming Unit

Through the activities of the *Filming Unit* original documents such as British Columbia newspapers, periodicals and government publications, notably the Papers of the Clerk of the House and government news releases, are filmed for retention by either the Legislative Library or the British Columbia Archives and Records Service.

The Section works closely with the latter, which is responsible for quality control and testing of all government microfilmed products and for housing non-government literary, historical and artistic works, including the Provincial Newspaper Collection on microfilm.

Library Activities, 1989

Public Services

Reference Activities

Services to clients continued to reflect the trend towards increased focus on the needs of the Members of the Legislative Assembly and their staffs. More than 7,000 reference questions were answered during 1989, an increase of nine percent over 1988. The percentage of questions answered for Members and legislative staff totalled forty-one percent, a decrease of four percentage points from the past year. The number of computer searches increased, once again, from 188 to 237.

Survey of Clients

In order to obtain better information on the needs of Members and their Research staffs, the Library sent a survey to its major clients during the spring session. The purpose of the survey was to ensure that the Library clearly understands the needs of its clients and provides the services they need. The results were tabulated during the fall and will be given to the clients during the 1990 spring session.

Newspaper and Periodical Indexes

Entries to the Newspaper and Periodical indexes increased by fifty-five percent and twenty-two percent respectively. These indexes remain the most popular and most heavily used reference tools in the Library.

Interlibrary Loans

Interlibrary borrowing decreased by thirty-two percent during the year, a further indication that patrons' needs are being met by the Library's own collection.

Circulation

The Overdue Recall System was extensively revised to ensure that fewer materials are overdue at any given time. The circulation file is now checked frequently and overdue notices are issued promptly and regularly.

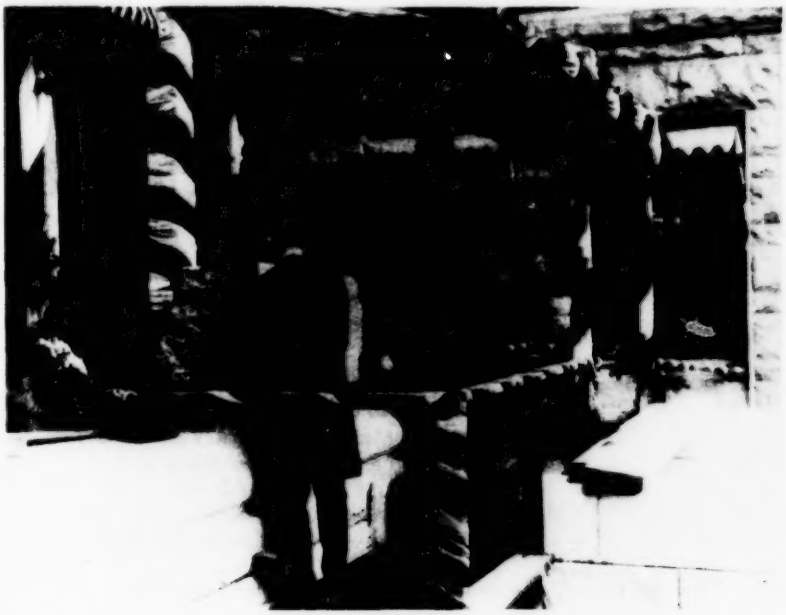
Rogers Cable 11 Television Interview

The annual televised Speech From the Throne which traditionally features an introduction to the services provided for Members, highlighted the Legislative Library and its functions. The program consisted of shots of the public areas of the Library and a fifteen minute interview with the Director.

Collection Development and Stack Maintenance

In an effort to alleviate the excessive overcrowding in the stack areas several initiatives were undertaken during the year. These included:

- Nine hundred and three titles (2,815 volumes) were weeded from the "Old Reference" section. A large number of these titles were transferred to other libraries in British Columbia. The remainder were sent to the Canadian Book Exchange Centre for distribution to other Canadian libraries.



Left to right: Provincial Librarian and Archivist, E. O. Scholefield; His Royal Highness, the Duke of Cannaught, Governor General of Canada and the architect, Francis Rattenbury, at the ceremonial laying of the cornerstone for the Library, September 28, 1912.

- One hundred and eight titles (229 volumes) were transferred from the law section to the Diana M. Priestly Law Library at the University of Victoria.
- The old British Columbia textbook collection of 482 titles (548 volumes) which had not been added to for many years, was transferred to the Education Curriculum Laboratory at the University of Victoria.
- Approximately 5,000 seldom-used volumes from the 400 (Languages), 500 (Natural Sciences) and 600 (Applied Sciences) classification sections were moved to a temporary storage area in the stacks. These books will be further evaluated for discard at a later date. This move enabled the Reference Division to begin to shift the 300 (Social Sciences) section, where many shelves are completely full. The Social Sciences collection constitutes the largest growing area of this Library.

Staff from all divisions were involved in these projects. The hard work of Bill Williams and Steve Norman from the Reference Division is particularly noted and appreciated. Staff members from other divisions who were involved included Wendy Carmichael and Joyce Robertson (Cataloguing), Charles Beyer (Administration) and Ken Cooley (Acquisitions).

Photocopy Services

Photocopying and microprinting increased by fifty three percent to almost 206,000 copies. Much of the increase is the result of the changeover to microforms as the preferred format for many types of library material. As a result, there is a greater demand for

reproduction in paper form, to ensure that clients who do not have microform readers in their offices are able to use materials away from the Library.

Publications

In addition to the monthly publication of *Recent Accessions*, two issues of *Current Contents* were produced. These issues contained bibliographies on "Pension Fund Investments" and "Environmental Policies". They were compiled by William Peters.

Technical Services

Following on the initiatives of the recent past which saw the development of a more cohesive technical services team, the Technical Services Division became more integrated into the activities of the Reference Services and Government Publications Divisions. The catalyst for the change continued to be the urgent need to find and implement an integrated system. As procedural problems were addressed, it became more apparent that the best solutions remained unattainable when they were dependent on a decision about automation.

Cataloguing Section

The Cataloguing staff continued to work together as a team. They made group decisions, developed effective cataloguing policies, modified the workflow and maintained excellent relations with staff in the Library, government ministries involved with the Cataloguing in Publication (CIP) project and the National Library of Canada.

Current cataloguing decreased by twenty-four percent from 2,858 to 2,179 titles. Retrospective Conversion increased by five percent from 838 to 881. Conversion has progressed to the 324 (Political Process) section of the collection. Eight percent fewer items were received in the division. This decrease reflects the more focussed collection development policy. The systematic weeding of the collection has had a significant impact on the work load of the Cataloguing Section which is responsible for updating records and preparing material for discard. Three thousand volumes were discarded during the year. Despite the increased time spent on library automation and personnel issues, there are no backlogs and current material is processed as it is received.

Pre-order Searching

As originally planned, pre-order searching was transferred to the Acquisitions Section in March.

Cataloguing in Publication (CIP)

Cataloguing in Publication increased by twenty-four percent to 393 items. Three hundred thirty-two of the CIP titles required full cataloguing, rather than the simpler assignment of the International Standard Book Number (ISBN). The full cataloguing portion of the CIP workload represented a forty-five percent increase over last year and a substantial investment in staff time. A user of CIP data from Cariboo College expressed enthusiasm about the program and stressed its benefits to the College library. At the request of the National Library of Canada, the staff switched to using the twentieth edition of the Dewey Decimal Classification System for CIP entries in October.

In August, the Library began using the FAX machine to send urgent CIP information to the National Library of Canada. ENVOY, which was previously used to enter basic data, was an improvement over the mail, but still required re-keying and could not send as much documentation as the National Library needed to effectively review the cataloguing provided by the Legislative Library. One hundred eighty-five pages were sent to the National Library and 115 pages were sent to various government ministries. The chief benefit has been improved turn-around time for tight publishing deadlines.

As a result of the Canadian ISBN Directory's decision to list the Cataloguing Section as the publisher of British Columbia Government publications, the staff began to receive requisitions from individuals and organizations wishing to purchase British Columbia government publications. In order to reduce the workload of both the Cataloguing Section and that of the Government Publications Division, which was called on for assistance, three changes were made: the address in the Canadian ISBN Directory was changed to that of the Queen's Printer; all requests received by the Section were sent directly to the Queen's Printer and the National Library of Canada gave approval for distribution information to be added to the CIP record. The details of the third step will be finalized in early 1990. These changes eliminated the Library as the go-between and will improve services to the end users of the publications.

The concerns expressed in 1988 about the effects of privatization on the CIP program, have not materialized and Ministries now send more material for CIP treatment than ever before.

With the inclusion of government publications in the Utlas database, the two divisions continue to merge the manual authority files of the CIP program with Utlas records. A card production alternative for CIP records has been delayed until the status of the automation project is known. If automation is delayed, an alternative to card-reproduction by the old and no longer reliable mimeograph machine, will have to be found.

Cataloguing and Utlas

Utlas International had a difficult production year and as a result cataloguing was adversely affected. Monthly supplements of the microfiche were not produced for April and September and the annual October cumulation did not arrive until late November. The reference staff, therefore, had to work with a catalogue which was four months out of date. The unreliable performance of Utlas gives strong support to the need for the Library to have control over its own catalogue, which is one of the major benefits of an in-house automation system. In October, Utlas introduced a new price schedule which resulted in a small increase over the previous year. Costs have increased by forty-eight percent between 1988/1989 and 1989/90, from $48,000 to an estimated $71,000. The change is primarily the result of the increase in cataloguing generated by the inclusion of government publications in the COM catalogue.

CD-CATSS

In February, several members of the staff attended a demonstration of CD-CATSS, a computer system which is designed to reduce the costs of online transaction and connect time with Utlas. Experience with the product at Vancouver Community College Library indicated that it would provide significant cost savings. Unfortunately the demonstration also indicated that CD-CATSS cannot be used effectively with this Library's workflow and online Utlas file. It would, however, work with an in-house system and may provide an excellent mechanism for capturing records after the system is established and the records in the Utlas database have been converted to the new system.

Clerk's Papers Project

Work continued on the organization and indexing of the Clerk's Papers. This year the Journals Index for 1931–1933 was annotated and papers for 1930–1935 were transferred to acid-free file folders. Lists of the materials in the old folders were photocopied for storage so that no information would be lost in the transfer to the acid-free folders. Documents tabled in 1988 were transferred from the Clerk's office to the Library's dome.

Government Publications and Utlas

At the end of the first full year of cataloguing on Utlas, the Government Publications Division derived 1,089 current titles. Nine hundred and five original titles and 860 converted titles were added to the database to make a total of 2,854 records. The Government Publications Division input 1,004 current derived titles, 903 current original and 765 converted titles for a total of 2,672 records. Feedback from the Reference staff has been positive since it is now possible for clients to find all recent major publications in one bibliographic sequence.

Whenever possible, the Cataloguing Section assisted the Government Publications Division staff by typing authority cards, checking authority headings and occasionally by inputting data. Unfortunately, staffing issues in the Cataloguing Section made it difficult to offer as much assistance as was originally planned. The initial start-up period was particularly difficult as the names of government organizations required a great deal of research to establish correct and suitable headings. The heavy workload in this area now seems to be easing. To accommodate the requirements of the *British Columbia Government Publications Checklist*, the Division decided against the use of the *Anglo-American Cataloguing Rules (AACR)* for choices of main entry headings. Instead the corporate body is treated as the main entry.

Premier John Oliver plants the copper beech tree in memory of Provincial Librarian and Archivist, E. O. Scholefield, 1899–1919, on April 7, 1921.

Policies and Procedures Review

During the year several procedures were reviewed and new initiatives introduced to increase efficiency in the section. They included:

- Shelf list cards for converted material which had not been reclassified were discarded. The cards in the public catalogue have not been removed. As a result of this change the shelf list will become the ultimate authority on whether or not an item is in the collection. The change became effective at the end of January.
- In March, a copy of the Utlas COM cumulation was sent to the British Columbia Archives and Records Service as a backup record of the Library's holdings in case of a disaster in the Library. An updated version will be sent to the Archives each year.
- In order to separate cataloguing use from reference use of the electronic mail service, a separate ENVOY identification code and password were assigned to the Cataloguing Section on April 10.
- In April, the paper file of new acquisitions records were rearranged from author to title order. This file will become redundant when the Library has its own automated system which will give immediate access to newly catalogued material from several access points.
- On July 13, the Library began using the twentieth edition of the Dewey Decimal Classification System to classify material. No major reclassification projects are being considered for material classified by previous editions.
- In anticipation of the implementation of the Library's automation project, the staff agreed that conversion projects should continue according to present schedules. There are, therefore, no plans for a major conversion project before the new system is implemented. This decision was taken for the following reasons:
  - the collection should be further weeded to reduce the volume of material to be handled
  - the reference staff does not consider conversion a high priority in providing service to the Library's primary clients
  - staff time for the project will not be available
  - cost efficient conversion projects which use ISBN and LCCN number matches, have already been done for material which contains this information on the shelf list.

Acquisitions and Filming Section

The Acquisitions staff performed well throughout the year. The implementation of a micro-based acquisitions system required considerable flexibility and innovation on their part. The manual serials system also continued to demand time and effort. Three members of the staff took courses in automation on their own initiative and on their own time. The staff has worked exceptionally well together and all helped to maintain the workflow after the resignation of one member increased the workload.

Current Ordering

One thousand four hundred and sixty-seven books were ordered during the year. This is an increase of forty-three percent from the previous year. Two thousand four hundred and forty titles were received. The

Library currently receives 1,525 periodicals, which represents an increase of five percent. Catalogued serials increased by seven percent. Two hundred and fifty-seven newspaper titles, an increase of seven percent from the previous year, were also received. Items received as donations from other libraries and government offices are not included in these figures.

Policies and Procedures Review

In March, the Acquisitions staff began to perform pre-order searching with the aid of a personal computer and a modem. One thousand six hundred sixty-eight titles were searched, up forty-four percent from the 1,158 titles which were searched in 1988.

The DTI (Data Trek) Card Datalog/Acquisitions software was loaded, tested and ready for implementation at the beginning of the fiscal year. The Purchasing Commission agreed to the use of a modified version of the multi-part tractor-fed purchase order form for automated systems, used by other British Columbia government libraries. The Commission also specified the use of a unique identifier to distinguish the Legislative Library from other libraries within government.

The new DTI microcomputer system was initially used for monographs and standing orders. In the last quarter of the year, the staff added serial orders and renewals to the system. This allowed automatic generation of purchase orders, renewal letters, statistical information and a more accurate record of the costs for serials.

Startup procedures went smoothly. The system proved to be easy to learn and to implement. Ordering procedures and order files have been simplified and the staff is pleased with the system which has eliminated several manual interim files. Information from the Administration Office also indicated that cost records were accurate. The system provides for order record input, receiving, claiming, fund accounting and searching on multiple access points. It also produces purchase orders and various reports. The Acquisitions staff created a special fund account structure to record different currencies and developed a Lotus 1-2-3 spreadsheet to calculate the conversions. Now that the file has grown to approximately 3,000 records, searching time has become very slow. This interim microcomputer system will, therefore, not be a long term solution for the acquisitions system.

As part of the process of entering records into the new system, the Section did a thorough review of the "Black Book" which contains standing orders, approvals and other miscellaneous order records. These were either entered into the new system or treated as serials. By the end of the fiscal year the old "Black Book" file will be obsolete and the new file will provide better access and more efficient control over these types of material. Spreadsheets were also created to maintain statistics generated by the Section. They are slightly modified versions of the statistics provided manually and will require additional work during the next year to make them more useful. The work required to generate management information was, however, considerably reduced and proved to be useful as part of the automation planning process. The Library also re-introduced the Project Numbers system to track particular aspects of the budget, such as the breakdown of spending for serials and monographs, which was invaluable for monitoring costs.

As a result of the new system, the Library's semi-annual report to the Purchasing Commission, which is a required part of the delegated authority system for purchasing publications, was changed. The new report provides information that was originally requested by the Commission but was not available, since it was difficult to collect and maintain in the complex manual filing system. The required information is now provided with very little effort and no special files.

Under the old manual system, the Acquisitions Section maintained several lists for active standing orders, serials and newspapers as aids to ordering, statistical generation and cost control. Separate lists for newspapers held by the Library and the British Columbia Archives and Records Service were also maintained. They contained the same information as the other lists and had to be reformatted and retyped for each different function. The Acquisitions staff used the opportunity to convert the existing word processing documents to a database program called R:BASE, from Microrim Inc. With help from the Information Systems Branch, Ministry of Government Management Services, the conversion was completed by the end of December. Data which is several years old can now be updated to make it possible to obtain the necessary lists, statistics and reports without re-keying information.

Collection Development

The Collection Development Committee continued to perform well. In addition to their selection activities, the Committee completed the weeding of the "Old Reference" collection, continued to weed material which required record conversion and began to weed the uncatalogued serials collection. When material is discarded from the collection it is now sent to the Canadian Book Exchange Centre, unless it is considered useful to a particular British Columbia institution and is donated for its use. The British Columbia Text Book Collection was sent to the Education Curriculum Library, University of Victoria; law material was sent to the University of Victoria Law Library; Lloyd's Register of Shipping was sent to Royal Roads; Jewish material was sent to the University of British Columbia and naval material went to the British Columbia Archives and Records Service. Three hundred and sixty-six boxes, containing 9,430 volumes, were sent to the Canadian Book Exchange Centre. The sorting of material donated to the Library in the past was completed during the year and incoming cartons of books are now processed as they are received.

Filming Unit

The Filming Unit remained understaffed for much of the year, with Lynn Bigwood as the only remaining member. He conscientiously carried out his portion of the program, completing his work on schedule and up to established standards. In October, he was joined by Barbara de Jong, who mastered an entirely new field with a minimum of training, despite having to deal with tight deadlines and develop new procedures for the retrospective newspaper microfilming contract.

Current Newspapers Filmed

Lynn Bigwood continued to film the current British Columbia newspapers. It took 179,719 frames to film 223 titles. The total number

of frames filmed is down twenty-three percent from 1988. This reflects the decrease in activity created by the postponement of the retrospective filming project. With the help of Verna Bradley, who prepared the newspapers for filming during the Legislative session, all newspapers published in 1988 were filmed on schedule. For the first time, the Library ordered film directly from the supplier. It was previously purchased by the British Columbia Archives and Records Service.

Retrospective Newspapers Project

During the summer the Library began to prepare a contract for filming bound volumes of British Columbia newspapers off-site. This is a pilot project which is intended to speed up the filming of the retrospective collection, preserve this fragile material and free up shelf space. Barbara de Jong, an auxiliary Clerk 3, was hired in October to begin organizing records and preparing the material for filming. An agreement was made with British Columbia Buildings Corporation to disbind the newspaper volumes, with their equipment, in the Library. A two-year project to disbind all the newspapers has been arranged. On December 8, Deines Micro-Film Services Ltd., of Vancouver, won the contract to film approximately 80,000 frames by the end of the fiscal year, 1989/90. The contract is expected to include five titles from Nelson, British Columbia. No volumes have yet been filmed, but ten volumes were picked up for an initial test at the end of December.

Automation

In-house Integrated Automation System

In the continued search for an integrated system the Library, staff as a whole, participated in several new initiatives. These are outlined below.

RMG Consultants Inc.

In April, RMG Consultants Inc., won the contract to serve as consultants for the automation project. On their advice the Library established a Review Committee for the project. The members of the committee were: David Mercier, MLA, Burnaby-Edmonds; Glen Clark, MLA, Vancouver East; Elaine Dunbar, Administrative Officer to the Speaker; Joan Barton, Director, Legislative Library; Sheila Gann, Manager, Technical Services Division; John MacEachern, Manager, Government Publications Division; Maureen Lawson, Manager, Reference Services Division; Jim Branson, Account Manager BCSC; and Byron Barnard, Director, Information Systems Branch, Ministry of Government Management Services; Ian Fraser, Legislative Comptroller and Sandy Wharf (who replaced Elaine Dunbar) joined the committee in October.

The Review Committee and the Research Directors of the two caucuses met with Patrick McClintock of RMG Consultants Inc., on April 27 and 28, to review the project plan and the schedule.

The Committee also met with RMG Consultants on August 2–4, October 3–4, and December 11–12. A Request for Information (RFI) was issued in May and the information received from the returns was incorporated into a *Plans and Recommendations Report*. It was clear from the wide range of cost data presented that better cost information

was required before funding approval could be sought. The *Plans and Recommendations Report* outlined the following options for the library:

- purchase its own hardware and software system
- purchase software only and run it on BCSC or Ministry of Government Management Services computers.

Task Force Activities

Eight Task Force groups were established in September to review sections of the *Requirements Report* prepared by RMG. Every member of the staff participated on at least one Task Force and contributed to the review and modification of the original *Requirements Report*. The results of this participation were evident, not only in the superior reports presented, but also in the informed questions asked during vendor demonstrations which took place after the work of the Task Forces was completed. Input from the Task Forces was reviewed in December and a second draft of the report was prepared. The established Task Forces are:

1. *Bibliographic*: Wendy Carmichael (Chair), Lois McGregor, Marjorie Howell, Joyce Robertson, Susan Jansen, Roger Young, William Peters, Rod Cardin.
2. *Reference/Online Public Access Catalogue (OPAC)*: Vivienne Bruce (Chair), Mary Ann Murphy, Gordon Yusko, Sheryl Simpson, Roger Young, Wendy Carmichael.
3. *Newspaper Index*: Mary Ann Murphy (Chair), Gordon Yusko, Pat Somerton, William Peters, Rhonda Foster, Glenis Stenger, Lyn Stinson, Lois McGregor.
4. *Circulation*: Pat Somerton (Chair), Vivienne Bruce, Rhonda Foster, Bill Williams, Steve Norman, Bill Bimb.
5. *Acquisitions/Serials*: Ken Cooley (Chair), Stephanie Wood, Rod Cardin, Cheryl Wenezenki-Yolland, Shannon Campbell, Judi Bennett, Linda Jackson, Donna Locken, Marjorie Howell, Lynn Bigwood, Barbara de Jong.
6. *Government Publications Checklist*: Judi Bennett (Chair), Ken Cooley, Linda Jackson.
7. *Management Information Systems*: Maureen Lawson (Chair), Joan Barton, John MacEachern, Sheila Gann.
8. *Computer Systems and Telecommunications*: Byron Barnard (Chair), John MacEachern, Sheila Gann, Maureen Lawson, Jim Branson, Doug Pletsch, Joan Barton, Elaine Dunbar, Ian Fraser.

System Demonstrations

A series of demonstrations was arranged which enabled the staff to examine available systems. The purpose of the demonstrations was primarily educational. They learned how to compare system features and determine the strengths and weaknesses of each system. All demonstrations were held at the Legislative Library, except where otherwise indicated. The following vendors participated:

- Data Research Associates. ATLAS System. Held at Sno-Isle Regional Library in Marysville, Washington and attended by Maureen Lawson and John MacEachern (July 12).

- Notis System, Inc. (July 20).
- D ix Library System Inc. (July 26).
- NSC, Inc. AARCS System (September 21).
- TKM Software Ltd. BUCAT System (October 11).
- Information Dimensions Canada Ltd. Techlib Plus System. Held at British Columbia Systems Corporation and attended by Maureen Lawson. Sheila Gann and John MacEachern (October 17).
- Geac Computers Inc. Advance Series System (October 18).
- Innovative Interfaces Inc. Innovacq and Innopac Systems (October 25).
- Sirsi Unicorn System (November 22).
- Data Research Associates, Inc. ATLAS System (December 6).

Communications Strategy

Throughout this planning phase for the automation project, every effort was made to keep all interested parties informed. To this end, summary reports were sent to all Steering Committee members. In addition Larry MacMillan, the representative from the Purchasing Commission, reviewed the RFP and its associated procedures; Doug Pletsch, the British Columbia Buildings Corporation Administrator for the Parliament Buildings, was informed of the timetable and the cabling and building maintenance requirements of the project; Ian Fraser, Comptroller for the Legislative Assembly, was invited to join the Review Committee; Caucus researchers, Hansard staff and staff from the British Columbia Archives and Records Service were invited to participate in system demonstrations. Within the Library itself, staff worked on the Task Forces and attended preliminary review meetings. Two issues of *User Friendly* were also issued to inform staff of activities which took place at the meetings with RMG Consultants, which they did not attend.

Throughout the year the staff and the members of the Steering and Review Committees demonstrated their interest through active participation, hard work and long hours on the job, in order to keep the project going. The project remained successfully on target as a result of their determination to achieve this goal, despite their already heavy workloads.

Summary of Automation Project and Achievements, 1989

- selected RMG Consultants Inc., and contracted their services
- developed and issued a *Request for Information (RFI)* and evaluated the responses
- completed a *Plans and Recommendations* document
- substantially completed the *Requirements Report* and *Request for Proposal* documents
- enhanced staff knowledge of systems through systems demonstrations and informal educational meetings.

The project is on schedule and it is expected that the RFP will be issued in March, 1990.

Government Publications Division

The staff of the Division has now worked together for ten consecutive years. In order of seniority, they are: John MacEachern, Judi Bennett, Linda Jackson, Roger Young and Donna Locken. During 1989 much needed clerical help was provided by Barbara de Jong, who worked as an auxiliary and then part-time when she reverted to her position as Sessional Reference Typist. After the Session Ms. de Jong returned to the Division until mid-September. She joined the Acquisitions Section on October 12 as the auxiliary Senior Microfilm Clerk and until the end of the year spent at least an hour each day in the Government Publications Division.

The continued effort to integrate government publications into the Utlas COM Catalogue resulted in the introduction of several new initiatives. All of the Division's staff spent long hours with the rest of the library on task forces and committees while the Library proceeded through the planning and selection stages for an integrated automation system. That they kept up with their regular work as well as they did, is a tribute to their dedication to the Library. The most outwardly noticeable decline in service was the change in frequency of the *Government Publications Monthly Checklist* from monthly to bi-monthly. This has been balanced by the appreciation of having government publications listed in the COM Catalogue. The switch to the COM catalogue also allowed the building up of a machine-readable file of government publications records. The change was quickly noted by other libraries which also use Utlas and were able to benefit by using records from this collection as derived cataloguing.

Automation will increase the efficiency of the Division and provide enhanced access to the government publications collection. This knowledge has made it easier for the staff to accept the build up of a backlog, the long working hours and the increased workload. A major future improvement will be the ability to check authority files online from all parts of the library instead of having to visit the Cataloguing Section to do so. It will also end the double keying of *Checklist* entries and free the Reference staff and their clients from the need to have specialized knowledge about government publications which ultimately results in dependence on the staff in the Government Publications Division. Better service will therefore be provided when the House sits at night or when an expert in government publications is away.

The effectiveness of automation on staff resources was demonstrated by a decrease to twenty percent in the number of cards filed in 1989. Since there was also a decrease to eighty percent in the number of titles processed, this translated to a real saving of 6,000 catalogue cards which were not filed in 1989. The change allowed time for staff to perform other duties such as looseleafing the increasing number of provincial revised statutes, a task which cannot be automated. It is fortunate that the corresponding reduction in card reproduction has come at this time, since the MiniGraph card machine has become less reliable, due to the corrosion of the drums, uneven card stock quality and old ink. The logical alternative would be a switch to an in-house system, which produces cards from a microcomputer. This change would involve costs for a printer, software and continuous card stock.

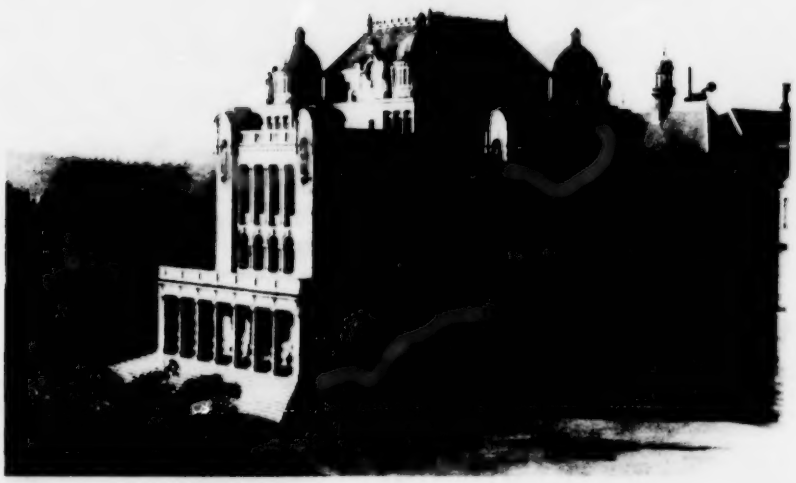
The best decision at this time, therefore, is to manage with the old equipment until the expected integrated automation system is implemented, and thus avoid the expense of an interim purchase.

British Columbia Government Publications

The adequate acquisition of British Columbia government publications continues to be a major problem for the Division. There were frequent instances when too few, or no copies of a title were received. After several meetings and discussions with Queen's Printer staff, the sample boxes of British Columbia publications were reinstated, with some regularity. However, despite the best efforts of the Queen's Printer staff, the number of copies received continued to vary. While the Library no longer needs as many copies of these publications, there is concern that there may be a significant number of new British Columbia titles which are not well publicized and therefore have little or no opportunity to be selected for this collection.

Decrease in Number of Publications Received

The number of government publications received during the year decreased by approximately twenty-one percent. The decrease is due, primarily, to the receipt of fewer British Columbia and Canadian federal titles. The remainder of the decrease results from the discontinuation of paper copies of the British House of Commons Hansard, in favour of a microfilm set for both the House of Commons and the House of Lords. The change, which was agreed on after consultation with the Office of the Clerk, will save both space and money over time.



The Library Wing, with the young and flourishing copper beech tree, in the foreground.

Organization and Staffing

While the organization remained relatively unchanged during the year, a number of significant events took place. On July 20, the Legislature amended the *Public Sector Labour Relations Act* which added the Legislative Library to the list of organizations excluded from the collective bargaining process. The change effectively ended the Library's formal connections with government ministries. This was, therefore, an opportune time for the Library to assume responsibility for the personnel services provided by the Ministry of Government Management Services. The change became effective in September. During August, the consulting firm of Bill Findlay and Associates examined staff classification levels and made recommendations for change. After consultation with the staff it was decided to leave the classification levels as they now stand, since many positions are likely to be affected by automation and could require further examination in the near future. The position of Office Manager was, however, reclassified from Clerk Stenographer 4 to Clerk 5 when the personnel functions were turned over to the Administration Office.

Mission Statement

Several meetings which involved all staff members were held to help the Library focus and plan for further change. The staff began to develop a Mission Statement and while the process is not complete, they unanimously chose the following Mission Statement: *Supporting the Democratic Process Through the Provision of Information While Striving for Excellence in Service.*

Staff Changes

Staff changes were relatively few, although the ones which occurred had a considerable negative impact on the heavy workloads of the sections affected. Within the Reference Division most vacancies were quickly filled. On January 3, Sheryl Simpson, who was formerly employed in the Cataloguing Section, returned to work as an Office Assistant 1 in the Newspaper Indexing Section. Gordon Yusko was appointed to the position of Librarian 2 to replace Frederike Verspoor who was promoted to manage the Library at the Royal British Columbia Museum. During the summer Cheryl Lumley resigned to seek part-time work and was replaced by Patricia Somerton, the sessional librarian who had worked as an auxiliary in the position.

Changes within the Technical Services Division were more substantial. The Senior Microfilm Clerk position remained vacant for most of the year while a review of the microfilming project took place. Following substantial changes to the job description and the preparation of a contract for the filming of the retrospective collection, Barbara de Jong was appointed to the position on an auxiliary basis. Jean MacDonald, Office Assistant 2 in the Cataloguing Section, left the Library on October 23. On November 14 Cheryl Wenezenki-Yolland resigned as Senior Acquisitions Clerk to take a position in her local School District. On December 11 Shannon Campbell, formerly the Office Assistant 2 in the Acquisitions Section, was appointed Senior Acquisitions Clerk.

The Government Publications Division remained unchanged.

Staff changes are more fully outlined in Appendix II of this report. The full-time complement of staff is as follows:

Office of the Director	4
Reference Services Division	11
Government Publications Division	5
Cataloguing Section	7
Acquisitions and Filming Section	6
Sessional Assistants	2

Staff Development

Throughout the year the Library supported the efforts of employees who wished to pursue continuing education activities which enhance job performance. The heightened automation activity is reflected in the increased number of workshops, demonstrations and seminars featuring automation which were attended by staff members.

Automated Library Systems

Every member of the staff became involved with the automation project through in-house training sessions and work on various task forces. Following on the training initiatives which began in 1988, a series of discussions with small groups were carried out between January and May. The purpose of the meetings was to discuss the characteristics of library automation, the automation requirements for this Library and the significant implications of a system. The meetings generated good participation and informed discussion by staff members.

Demonstrations by Invitation

Before issuing its *Request for Information (RFI)* the Library identified seventeen potential vendors and invited them to respond. Four vendors declined to participate. Between August and December nine of the remaining vendors visited the Library and demonstrated their systems. They were: NOTIS, Atlas (Data Research Associates Inc.), UNICORN (Sirsi Corporation), Innovative Interfaces Inc. and Advance (Geac Computers Inc.,) DYNIX, BUCAT and AARCS (NSC, Inc.). One vendor, TECHLIB Information Dimensions Inc., demonstrated its system at the British Columbia Systems Corporation. These demonstrations helped to educate the staff about the actual level of development of each system and allowed the vendors to display their products and familiarize themselves with this environment and its special needs.

Sydney Library System

In keeping with the agreement with British Columbia Systems Corporation the Library continued to contribute to the monthly cost of buying the Sydney Library System used by the ministry libraries. The agreement expires on March 31, 1990. Ronald Aspe & Associates, the company now marketing and supporting the system, will receive a *Request for Proposal* for the automation system from this Library when it is issued in 1990.

The users of the Sydney system formed a new association called Sydney Library Users Group (SLUG). Sheila Gann attended the inaugural meeting on January 18.

CD-CATSS

Joyce Robertson, Lois McGregor and Sheila Gann joined Roger Young, Judi Bennett and Linda Jackson from the Government Publications Division at the University of Victoria Library for a half day demonstration of Utlas International's CD-ROM cataloguing product called CD-CATSS (February 14).

British Columbia Automated Cataloguing Committee

Sheila Gann attended a British Columbia Automated Cataloguing Committee meeting in Vancouver. Automation developments in other British Columbia libraries and item record conversion issues were discussed. An onsite CD-CATSS demonstration proved to be particularly interesting (October 27).

Software

A number of new software packages were purchased for the Technical Services Division to improve the workflow of the various sections. They included:

- *DTI (DataTrek)* Card Datalog/Acquisitions: for acquisitions management
- *PC Tools*: for user friendly procedures on library microcomputers
- *Super Project Plus*: for managing the implementation phase of the library automation project
- *Norton Utilities*: to provide various microcomputer programs for such activities as recovering lost files from defective discs.

Computer Demonstrations and Training for Reference Staff

Throughout the year, members of the Reference staff participated in training sessions and demonstrations provided by vendors to support the online reference searching services of the Library. These included:

- *MS-DOS Advanced — Using Hard Drives*: (Camosun College): Attended by Mary Ann Murphy. Participants learned how to create and remove subdirectories, move between subdirectories, copy files and create batch files (February 24).
- *Microcomputers — An Introduction (Camosun College)*: Attended by Mary Ann Murphy. Introduced word processing, database management and spreadsheets (March 6–22).
- *Hansard Online Index*: Attended by all Reference Librarians and other interested staff. Simon Donnelly of the Hansard Office demonstrated the online index to the Debates of the British Columbia Legislative Assembly (June 19).
- *Quick Reference using Dialog*: A demonstration of techniques for obtaining facts and statistics from Dialog, a major multidisciplinary online search service. Attended by Cheryl Lumley (May 3) and William Peters (August 22).
- *FP Online Workshop*: An introduction and specialized training in FP Online databases which include *The Financial Post*, *Maclean's Magazine*, the *Directory of Directors* and *Corporate Surveys*. Attended by Mary Ann Murphy (May 18).
- *Introduction to Dialog Searching* (Micromedia Ltd.): Attended by Gordon Yusko (August 21).
- *Infomart Introductory Workshop*. Infomart is an online system which contains the full text of major Canadian newspapers. Attended by Gordon Yusko (September 13).
- *Introduction to Infoglobe Online Searching*. Infoglobe is an online system which contains full text of the *Globe and Mail* newspaper and six other Canadian databases. Attended by Gordon Yusko (November 10).

American Library Association (ALA) Conference

Sheila Gann attended the American Library Association conference in Dallas, Texas, to discuss the Library's *Request for Information (RFI)* with automation vendors and survey library automation systems. She attended sessions on government publications, conversion projects and serials issues which involved successive versus latest title treatment for collections. She also attended sessions on the treatment of multiple versions of publications such as hard copy and microforms. The conference also provided an informative review of the proposed integration of MARC format, its timing and the nature of the changes.

Revised Statutes of Canada

Members of the Reference staff attended workshops which explained the intricacies and special features of the new *Revised Statutes of Canada, 1985*. The workshops were sponsored by the Legal Services Society of British Columbia. Those who attended included William Peters and Vivienne Bruce (April 12), Mary Ann Murphy, Cheryl Lumley, Gordon Yusko, Judi Bennett and Maureen Lawson (May 8).

Effective Supervision

Supervisors from various sections of the Library attended the Effective Supervision course, sponsored by the Ministry of Government Management Services. The course covered the basics of good supervision, including communication skills, leadership, motivation, delegation and problem solving techniques. Those who attended included: John MacEachern, Maureen Lawson, Stephanie Wood (June 22–23), Ken Cooley (November 6–7) and Rhonda Foster (December 18–19).

Industrial First Aid

William Williams, the Library's First Aid Attendant took part in the biennial Industrial First Aid Attendant renewal course (June 15–16). He holds a Class B first aid certificate.

School of Public Administration

After attending the School of Public Administration, University of Victoria for three years as a part-time student, Joan Barton successfully completed the requirements for the Masters in Public Administration and graduated in November.

Personnel Management

Before assuming the personnel functions of the Library, Stephanie Wood took the Personnel Administration course (Admin 270), at Camosun College (October to December).

Wang Office Training: (Computer Systems Branch, Ministry of Government Management Services). An introduction to the Wang electronic mail system. Attended by Gordon Yusko, Mary Ann Murphy and Maureen Lawson (April 14), Cheryl Lumley, William Peters and Vivienne Bruce (April 18).

Shannon Campbell attended modules six, eight, nine and eleven of the Wang word processing training sessions (June 27, August 30, September 12, December 19).

Corporate Communication Skills

All staff members attended Barbara Peyton's half day seminar on Corporate Communications Skills, which instructed them on correct telephone etiquette (May 11).

Managing Government Contracts

Sheila Gann took the *Managing Government Contracts* course, sponsored by the Office of the Comptroller General and presented by *Three E Training Inc.* The course prepared her for setting up the newspaper microfilming contract and the major automation contract later in the year (May 16–19).

Conferences and other Professional Activities

Institute of Public Administration of Canada (IPAC)

The Director of the Library continued to be an active member of IPAC. She was President of the Victoria Regional Chapter for a second term and was a member of the National Executive. She also attended the annual conference in Edmonton which focussed on the social, economic and demographic changes which public administrators will have to address in the next twenty years (August 27–30).

Sheila Gann attended a series of seminars on management issues sponsored by IPAC and the Office of the Comptroller General (June 22 and July 13).

Government Libraries Association of British Columbia (GLABC)

Maureen Lawson performed the duties of Treasurer until June. She was replaced by Gordon Yusko, who joined the Executive as a member-at-large. Judi Bennett's long membership on the Executive ended in June. Ken Cooley served as secretary.

British Columbia Library Association (BCLA)

Maureen Lawson attended the BCLA Annual Conference in Penticton where she participated in a pre-conference workshop entitled *Team Building in the Library*. The main features of the conference were sessions on conflict management, budgets and planning and public speaking (April 27–29).

Maureen Lawson also acted as a member of the Local Arrangements Planning Committee for the 1990 Annual Conference which will be held May 3–6, 1990 in the Victoria Conference Centre.

John MacEachern remained a member of the BCLA Government Publications Committee. The Committee continued to work towards a provincial depository system for British Columbia government publications.

Institute of Victoria Librarians (IVL)

Lois McGregor served as chairperson of the Program Committee.

American Society for Information Science, Western Canada Chapter (WESCAN ASIS)

John MacEachern continued his association with WESCAN ASIS and attended the Annual Conference in Calgary, where he participated in sessions on CD-ROMS and Local Area Networks (LAN) which are

useful in cataloguing databases, on compact disc, such as the Library of Congress subject headings. The service allows access from various divisions within a given library (September 28–October 1).

In Search of Excellence

Joan Barton attended a seminar on managing for excellence based on the current management theories advocated by Thomas Peters and Robert Waterman (April 14).

Association of Parliamentary Librarians in Canada (APLIC)

Joan Barton attended the annual one-day business meeting of APLIC in Edmonton. Various issues of interest to parliamentary libraries were discussed. They included a comparative review of the progress of library automation in parliamentary libraries across Canada (June 21).

Retirement Planning Seminar (British Columbia Superannuation Commission)

Vivienne Bruce attended the Retirement Planning Seminar which encourages public servants to plan for retirement early in their careers (October 5–6).

Women's Programs

Joan Barton remained a participant in Women's Programs activities through her volunteer position as Advisor for the women in the Legislative precinct. Her activities included participation in the *Women in Management* noon hour seminars which were designed to expose women in government to ideas and techniques which help them succeed in their career advancement objectives. The sessions were videotaped for distribution to women who were unable to be present at the seminars. She also attended two Women's Advisors meetings, including one in Kamloops, which gave women in government, outside the Lower Mainland and Greater Victoria areas, an opportunity to meet with their peers and express their views on issues of concern to them.

Stephanie Wood, with Judi Bennett as Alternate, continued to represent the women in the Library on the Women's Programs Branch Advisors' Committee. The Library joins with the Ministry of Government Management Services in this government-wide program which attempts to enhance career advancement opportunities for women and makes their special needs known throughout government.

Visitors to the Legislative Library

Throughout the year library instruction and orientation was provided to new employees in the Parliament Buildings and the Public Service. In addition, tours were conducted for the following groups:

Legislative Interns

The orientation session for the incoming group of Legislative Interns, which is a traditional feature of the Library's activities, was conducted by Joan Barton on the afternoon of January 4. Along with the Library's orientation videotape, they were shown a video on the Parliament Buildings and its services which was prepared by the Honourable Claude Richmond, Minister of Social Services and Housing.

Library Technicians

On February 23, students from the library technicians classes of Fraser Valley College and Vancouver Community College were given a tour of the Library and introduced to the services provided. Although the two Colleges traditionally visit the Library every year, this was the first occasion on which they visited on the same day.

Pacific Forest Research Centre

On February 27, two librarians from the Federal government's Pacific Forestry Research Centre Library visited the Cataloguing Section and, with assistance from Marjorie Howell and Joyce Robertson, conducted a sixty-item Utlas hit list test. The object of the experiment was to determine what the success rate would be, if the Centre subscribed to the Utlas system.

Parliament Buildings Tour Guides

On May 17 six students, who worked as Parliament Buildings Tour Guides for the summer months, were shown the Library's orientation videotape and given a brief tour by Maureen Lawson.

Great Britain, House of Commons

Hazel Armstrong, the Database Coordinator for the House of Commons Library in London, England, visited the Library on September 25. She was given an extensive tour by John MacEachern and spent the rest of her visit with Sheila Gann discussing the British in-house system: POLIS.

University of British Columbia School of Library, Archival and Information Studies

For the first time in many years the Library did not host a library school student from the University of British Columbia. The increased workloads created by the automation project and the activities which take place during the first few weeks of the new year have made it increasingly difficult for the staff to supervise students at that time.

The Physical Plant

The Library continues to search for ways to effectively house the bibliographic collection, the staff and equipment in its cramped quarters. Most of the effort has been focussed on reducing the size of the collection in areas no longer needed by clients. The reduction frees up space for the increasing collections of government publications and serials, such as political science journals.

During the year the Acquisitions staff completed the sorting and disposal of boxes of material donated to the Library. Incoming material is now sorted as it is received. Five hundred and thirty-three boxes containing 14,080 volumes of discarded material were sent to the Canadian Book Exchange Centre for distribution to other Canadian libraries.

Acquisitions Section

The British Columbia Buildings Corporation (BCBC) prepared a new floor plan for the Acquisitions Section in order to relieve the pressures of overcrowding in the area. The proposed plan met the approval of the staff and was implemented in July. As part of the revised layout a photocopy machine and Wang daisy wheel printer were moved to the stack area in the basement.

Disaster Plan

During February, John MacEachern assisted the Director with the purchase of basic equipment for the Library's first two disaster preparedness kits. They included rubber and work gloves, sponges, long extension cords, battery powered fluorescent lanterns and polyfilm. The aim is to store a kit in a cabinet on each stack level so that emergency equipment is readily available if needed.

Appendix I

Library Staff

(as of December 1989)

	Director	Joan A. Barton
Administration	**Supervisor, Administrative Services**	Stephanie F. Wood
	Assistant	Linda M. Stinson
	Library Attendant	William Bimb
Reference Division	**Manager**	Maureen Lawson
	Librarians	Vivienne Bruce
		Mary Ann Murphy
		William M. Peters
		Patricia Somerton*
		Gordon Yusko
	Reference Clerk	Rhonda Foster
		Sheryl Simpson
		Glenis Stenger
	Assistants	Stephen Norman
		William D. Williams
Government Publications Division	**Manager**	John H. MacEachern
	Librarians	Judith M. Bennett
		Roger D. Young
	Documents Clerk	Linda M. Jackson
	Assistant	Donna Locken
Technical Services Division	**Manager**	Sheila J. Gann
	ACQUISITIONS SECTION	
	Serials Librarian	Roderick V. M. Cardin
	Acquisitions Librarian	Ken Cooley
	Acquisitions Clerk	Shannon Campbell
	Assistant	Vacant
	CATALOGUING SECTION	
	Librarians	Wendy J. Carmichael
		Marjorie J. Howell
		Lois E. McGregor
	Cataloguing Clerk	D. Joyce Robertson
	Assistants	Susan Jansen
		Vacant
	FILMING UNIT	
	Filming Clerk	Barbara de Jong*
	Assistant	Lynn Bigwood
Sessional Staff	**Assistants**	Verna Bradley
		Barbara de Jong

* Auxiliary Appointment

Appendix II

Staff Changes

Sheryl Simpson who previously worked in the Cataloguing section, rejoined the staff as an Office Assistant I in the Newspaper Indexing section on January 3. She replaced Rhonda Foster who was promoted to the Clerk 3 position.

On January 9, Gordon Yusko joined the Reference staff to fill the Librarian 2 position left vacant when Frederike Verspoor was promoted to the position of Librarian 3 in the Royal British Columbia Museum.

Charles Beyer, Library Attendant, resigned from his position to seek employment in the private sector. He left the Library on May 5. He was replaced by William Bimb who transferred to the Ministry of Health later in the year after the staff was excluded from the government's bargaining unit.

Patricia Somerton, who previously worked as the Sessional Reference Librarian, was appointed as auxiliary Librarian 2 on August 14 to replace Cheryl Lumley who resigned to seek part-time employment.

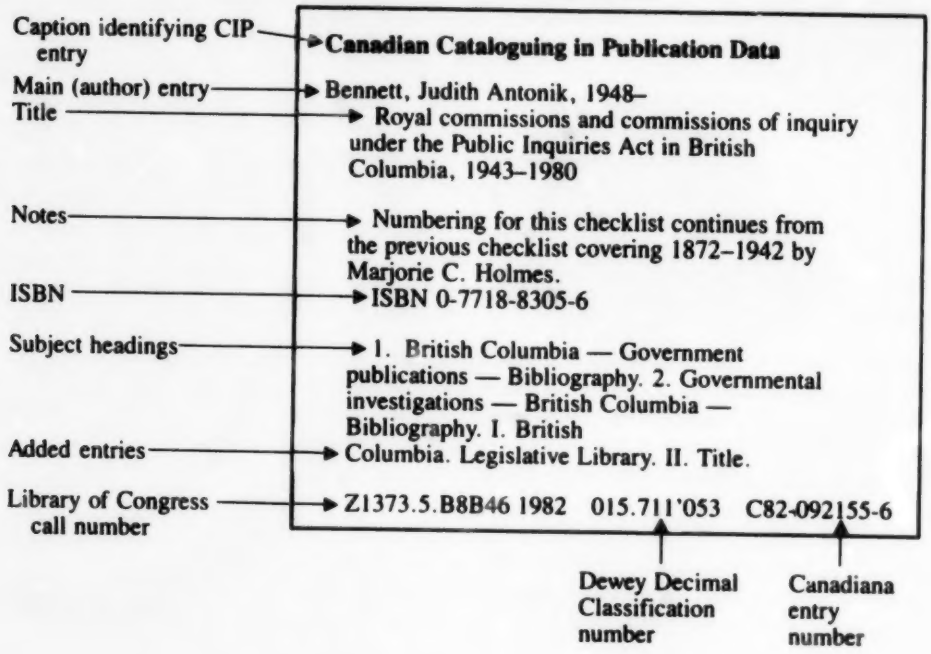
On October 13, Barbara de Jong was appointed as an auxiliary to fill the position of Senior Microfilm Clerk. The position was left vacant for most of the year while evaluations of the duties of the job and of the retrospective newspaper microfilming program took place.

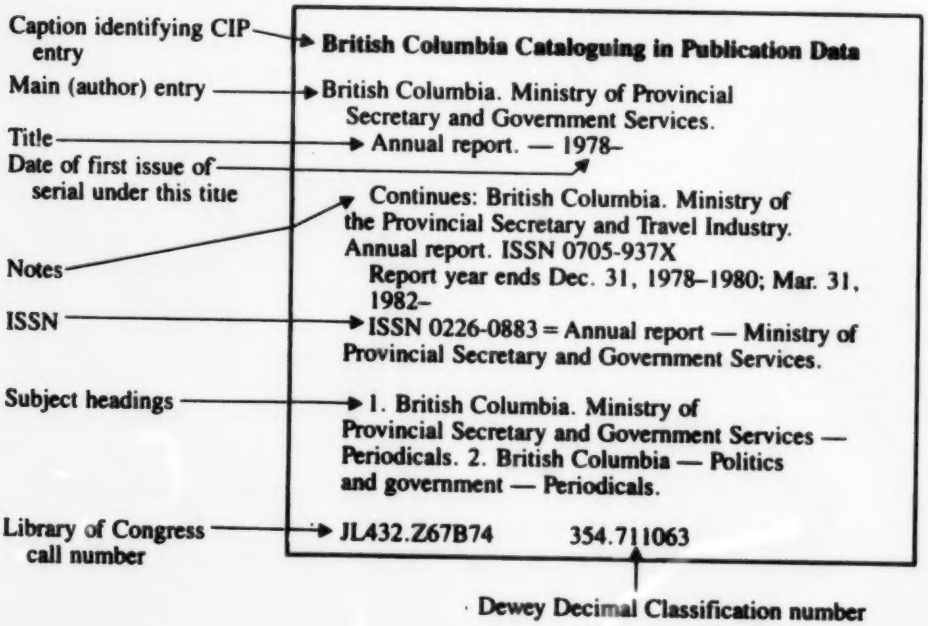
Jean MacDonald, Office Assistant 2 in the Cataloguing section, left the Library on October 23.

Cheryl Wenezenki-Yolland resigned as Senior Acquisitions Clerk on November 14 and was replaced by Shannon Campbell who was promoted from the Office Assistant 2 position.

Appendix III

Examples of Full CIP Entries Printed in Government Publications


Caption identifying CIP entry
Canadian Cataloguing in Publication Data
Main (author) entry
Bennett, Judith Antonik, 1948–
Title
Royal commissions and commissions of inquiry under the Public Inquiries Act in British Columbia, 1943–1980
Notes
Numbering for this checklist continues from the previous checklist covering 1872–1942 by Marjorie C. Holmes.
ISBN
ISBN 0-7718-8305-6
Subject headings
1. British Columbia — Government publications — Bibliography. 2. Governmental investigations — British Columbia — Bibliography. I. British
Added entries
Columbia. Legislative Library. II. Title.
Library of Congress call number
Z1373.5.B8B46 1982 015.711'053 C82-092155-6
Dewey Decimal Classification number
Canadiana entry number


Caption identifying CIP entry
British Columbia Cataloguing in Publication Data
Main (author) entry
British Columbia. Ministry of Provincial Secretary and Government Services.
Title
Annual report. — 1978–
Date of first issue of serial under this title
Notes
Continues: British Columbia. Ministry of the Provincial Secretary and Travel Industry. Annual report. ISSN 0705-937X
Report year ends Dec. 31, 1978–1980; Mar. 31, 1982–
ISSN
ISSN 0226-0883 = Annual report — Ministry of Provincial Secretary and Government Services.
Subject headings
1. British Columbia. Ministry of Provincial Secretary and Government Services — Periodicals. 2. British Columbia — Politics and government — Periodicals.
Library of Congress call number
JL432.Z67B74 354.711063
Dewey Decimal Classification number

Appendix IV

Statistical Summary

		1988	1989
Reference Services	Questions Answered	6,656	7,063
	Computer Searches	188	237
	Newspaper Index Entries	80,609	81,055
	Circulation	2,164	2,809
	Interlibrary Loans		
	— Material Requested by Library	88	60
	— Material Requested by Other Libraries	262	188
	Photocopy Services	134,865	205,861
Government Publications	Publications Received	48,391	38,202
	Titles Listed in the Monthly Checklist	872	742
Cataloguing Services	New Titles Catalogued	2,858	2,179
	Retrospective Conversion/Reclassification	838	881
	Cataloguing in Publication (CIP)	317	393
Acquisitions	Titles Received		
	— Books	2,436	2,440
	— Periodicals	—	1,420
	— Catalogued Serials	—	1,177
	— Periodicals and Catalogued Serials	2,723	2,892
	— Newspapers	240	257
Filming	Frames Used	232,477	179,719
Canadian Book Exchange Centre	Items Sent	15,516	14,080

Appendix V

Glossary of Selected Terms and Abbreviations

AACR Acronym for Anglo-American Cataloguing Rules; the first edition appeared in North America in 1966. A second edition (AACR 2) published in 1978, is the product of a Revision Committee which includes representatives from the British Library, the Library of Congress, the British and American Library Associations and the Canadian Committee on Cataloguing.

Authority File A list of all personal and corporate names, names of anonymous classics and sacred books, the titles of anonymous books and the headings for series cards, which are used as headings in the catalogue. The entries are made when a heading is first decided upon. It gives the cataloguer a record of the forms used in the public catalogues.

Black Book A list of current standing orders recorded on 3″ × 5″ yellow slips and filed alphabetically by title in a set of black, 14.5″ × 7.5″, ring binders. Title, vendor, standing order purchase number, classification number, routing instructions, and date of receipt of each piece appear on each slip.

CD Compact disc.

COM Abbreviation for computer output microfilm/microfiche. Instead of a paper output, a computer system may print out directly in a microformat, at a lower cost than on paper, and at speeds of over 100 times faster.

Cataloguing In Publication (CIP) CIP was pioneered in the Library of Congress in 1971. The aim of the program is to provide bibliographic data for new books in advance of publication. CIP depends heavily on the voluntary cooperation of publishers.

Conversion The process of changing the representation of information to a form which is usable by a computer, e.g. converting it to machine "language".

Cross-References In indexing and cataloguing, references or directions from one heading to another. 1. Single (see —). An instruction to look elsewhere for all items relating to the subject matter which is sought. 2. Reciprocal (see also —). An instruction to look elsewhere for other items relating to the subject matter sought. 3. Multiple (see also —). An instruction to refer to several other places, usually to more specific entries.

Data Conversion The process of converting data from one form to another, usually from a human-readable form to a machine-readable form, or from one recording medium to another. Compare with file conversion.

Derived Cataloguing The cataloguing of a bibliographic item by using an existing bibliographic record and altering it as needed to fit the item in hand and to conform to local cataloguing practice.

DOS Disk Operating System.

Download To download is to transmit a file or program from a central computer to a smaller computer or to a computer at a remote site.

Emulation 1. The imitation of all or part of one computer system by another, primarily by hardware, so that the imitating computer system accepts the same data, executes the same programs, and achieves the same results as the imitated computer system. 2. The use of programming techniques and special machine features to permit a computing system to execute programs written for another system.

File Conversion The transfer of all or a part of records in a file from one medium to another, usually from a non-machine-readable to a machine-readable form. Compare with data conversion.

Hierarchy The order of precedence in which subjects are set out in the schedule of a scheme of classification. Where each element in a sequence of terms has a unique predecessor, this is known as strong hierarchy; in a weak hierarchy an element may have more than one predecessor; a given descriptor (e.g. plastic transparency tray) may be immediately subordinate to more than one generic descriptor (plastic tray, transparency tray).

Hit 1. A match or comparison reached or made when a file is searched for specific data items. For example, in automatic information-retrieval systems, a find made when the label of a stored item matches the search key. 2. In file maintenance, the finding of a detailed record for a master record.

Interface 1. The means of interaction between two devices or systems that handle data in different ways, such as in different codes or formats. 2. A shared boundary between two devices, systems, or programs, as in the use of the same register or storage location.

International Standard Book Number (ISBN) A four-part, ten-character code given a book (a nonserial literary publication) before publication as a means of identifying it concisely, uniquely, and unambiguously. The four parts of the ISBN are: group identifier (e.g., national, geographic, language, or other convenient group), publisher identifier, title identifier, and check digit. Started by British publishers in 1967, the standard book number was adopted the next year in the United States and the following year as an international standard. The numbering system is administered among cooperating publishers in participating countries by a standard book numbering agency.

International Standard Serial Number (ISSN)

The international numerical code that identifies concisely, uniquely, and unambiguously a serial publication, based on American National Standard Identification Number for Serial Publications, and approved by the International organization for Standarization as, International Standard Serial Numbering. The ISSN program became operative in the United States in 1971.

Kardex

A list of current serial orders recorded on cards filed alphabetically by title and mounted in shallow drawers housed in cabinets. The title of each serial appears at the foot of the card and is the only information visible when the cards lie flat in the drawers. This facilitates speedy location of titles. In addition to the title, the following information is also recorded on the cards: supplier, subscription status, date, volume number , issue number, classification number, routing instructions, frequency of publication and notes on irregularities.

Library of Congress (LC)

The Library of Congress provides library and information services by authority of the Congress of the United States of America. It is responsible for giving priority in its services to Congress. Although not officially a national library it provides services appropriate to a national library, and at a higher level than most other specifically designated national libraries. LC aims to develop a comprehensive national collection of printed literature, maps, films, music, audiovisual materials and manuscripts. It is responsible for the production of the national bibliography.

Library of Congress Control Number (LCCN)

A unique number assigned to a bibliographic record by the Library of Congress.

Local Area Network (LAN)

In data communications, a high bandwidth bidirectional communications network which operates over a limited geographic area, typically an office building or a college campus. The incentive for the development of LANs arose from the proliferation of micro- and mini-computers in large organizations and the perceived trend to supply office workers with more communication devices — videotex, facsimile, communicating word processors, video and speech systems, etc. It is desirable that a unified approach be adopted to the intercommunication of such varied devices. LANs provide the computer user with the opportunity to communicate with other workers, to supply and access data and share expensive peripherals — hard disk storage devices, sophisticated printers etc. The LAN comprises a cable network linking the constituent nodes. Each node corresponds to a user workstation equipped with a physical network interface device.

Machine Readable Cataloguing (MARC) The MARC format was developed to provide an internationally acceptable standard for the exchange of bibliographic data in machine-readable form. Each record can accommodate a large quantity of bibliographic data in machine-readable form. In addition to a full AACR 2 description, the record may contain Dewey Decimal Classification numbers, Library of Congress Classification numbers, Precis subject headings and Library of Congress subject headings. Any of these individual elements may be used to access the MARC file of bibliographic records. The MARC format is available for many different types of library materials (monographs, serials, audio-visual materials) and has become an international standard. It is used in many countries, e.g. the United Kingdom the United States, Australia, Canada, France and Scandinavia.

Main Entry 1. The access point to a bibliographic record by which the bibliographic item is to be uniformly identified and cited. 2. The complete catalog record for a bibliographic item, presented in the form by which the entity is to be uniformly identified and cited. The main entry may include the references to all other headings under which the record is to be represented in the catalog.

Main Entry Heading The access point at the head of the main entry.

Monograph A separate treatise on a single subject or class of subjects, or on one person, usually detailed in treatment but not extensive in scope and often containing bibliographies. Frequently published in series. In cataloguing, any publication which is not a Serial.

Name Authority File The list of name headings used in a given catalogue, and the reference made to them from other forms. See also Authority File, Subject Authority File.

Online Public Access Catalogue (OPAC) A computer-based and supported library catalogue (bibliographic database) designed to be accessed via terminals so that library users may directly and effectively search for and retrieve bibliographic records without the assistance of a human intermediary such as a specially trained member of the library staff.

Original Cataloguing The preparation of the bibliographic record of a bibliographic item without recourse to an existing record for the identical item.

POLIS Acronym for the Parliamentary On-Line Information System; a database compiled by the House of Commons Library in England and consulted there and in the European Parliament.

RECON Abbreviation for retrospective conversion, e.g. of serial records to an automated form.

Request for Proposal (RFP) A document used to solicit proposals from bidders to design or supply a system or perform work of some kind.

ROM Read-only memory; a type of memory whose contents do not change and cannot normally be altered.

Serial Any publication issued in successive parts, appearing at intervals, usually regular ones, and, as a rule, intended to be continued indefinitely. The term includes periodicals, newspapers, annuals, numbered monographic series and the proceedings, transactions and memoirs of societies.

Shelf List A list of the books in a library, the entries being brief and arranged in the order of the books on the shelf. It forms, in effect, in a classified library, a subject catalogue without added entries, analytics and cross-references.

Standing Order A general order to a dealer to supply the volumes or parts of a particular title or type of publication as they appear, until notified otherwise. Not to be confused with the parliamentary term "Standing Orders".

Subject Authority File Subject headings used in a given catalogue, and the references made to them. Also the entries made for the classified list of class symbols or numbers and the appropriate subject index entries made when first allocating a book to a particular position in the classification.

Upload To upload is to transmit a file to a central computer from a smaller computer or a computer at a remote location.

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